

STD 204 Frequently Asked Questions

Revised August 27, 2015

Why is FI\$Cal requesting a STD 204 from my company?

The implementation of FI\$Cal includes a centralized vendor file. To ensure that the centralized vendor file has the most current and accurate information, we are requesting that vendors provide a new STD 204 to associate with the unique vendor record.

Will I need to continue providing departments with a STD 204?

When you conduct business or receive payment from Wave 1 departments, you do not have to resubmit your STD 204. When doing business with or receiving payment from non-Wave 1 departments, you will need to continue to submit a STD 204 when requested.

What are the different ways I can submit my STD 204?

- Regular email: send email with scanned STD 204 attached to: vendors@fiscal.ca.gov
- Fax to: 916-576-5200
- Mail a hard copy to:

FI\$Cal Project
Attn: Vendor Management/STD 204
2000 Evergreen Street, Suite 100
Sacramento, CA 95815-3839

Why did I receive multiple letters requesting a STD 204?

To establish the central Vendor Management File, FI\$Cal vendor data was consolidated from the Wave 1 departments. Due to the varying name and address combinations for many vendors, we cannot determine which name and address information is the most accurate. Therefore, to ensure no one was missed, a letter was sent to every address associated with a business name.

Why did I not receive a vendor STD 204 letter?

Only vendors identified by Wave 1 departments are being contacted for STD 204 collection. Vendors participating in future waves will be notified accordingly.

What happens with my STD 204 after FI\$Cal receives it?

All submitted STD 204s will be used to verify the existing vendor data in FI\$Cal. This will help cleanse and normalize the data resulting in unique vendor records.

How will FI\$Cal validate that my STD 204 information is accurate?

The name and Taxpayer Identification Number (TIN) on the STD 204 will be validated with the Federal Internal Revenue Service (IRS). *NOTE: A TIN is either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN).* If the IRS TIN validation process results in any discrepancies, FI\$Cal will contact the vendor.

What if there are changes to our STD 204 after it has been submitted and accepted by FI\$Cal?

Contact the FI\$Cal Service Center, Vendor Management, via email: vendors@fiscal.ca.gov or Phone (Toll Free): 1-855-421-6355 Monday-Friday, 8 a.m. to 5 p.m., excluding State holidays.